

FIRE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which involve the supervision of the operations of a fire station, including the supervision of firefighting personnel, apparatus, and equipment on an assigned shift. Employees of this class respond to emergency calls, assume command at the scene of an emergency in the absence of a superior officer, and provide on-the-job training to subordinates. Fire Captains work independently in most areas, performing special tasks with only general instructions. Employees of this class report to and have work reviewed by the Assistant Fire Chief. Fire Captains rank directly below the class of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operations of one fire station and a company of fire suppression personnel on an assigned shift. Oversees the fire company response to emergency calls by gathering and assessing pertinent data provided by dispatcher, supervising driving of the fire apparatus, and supervising size-up of an emergency scene. Directs emergency scene operations until relieved by a superior officer by directing the positioning of the fire apparatus at the fireground, and setting up the fireground perimeter for crowd and traffic control. Participates in and supervises subordinate employees in the performance of search and rescue; forcible entry; use of self-contained breathing apparatus; ladder operations; ventilation; nozzle and hose handling; protection of exposures; pump operations; sprinkler and standpipe systems; water supplies; salvage and overhaul; and emergency medical services. Observes and responds to changes in fireground conditions while performing firefighting operations. Supervises and identifies hazardous materials and directs or assists handling of hazardous materials incidents. Maintains communications between the fire or emergency scene and other authorized personnel, calls for assistance when needed and relays necessary information. Secures the fire scene to prevent the removal or damage of evidence of suspected arson. Briefs incoming Fire Captain or superior officers on all pertinent activities that occurred or those that will occur on the upcoming shift.

Supervises subordinate fire department personnel by assisting

superior officers with the delegation of authority to subordinates, assigning of work and duty areas, and inspecting the appearance of subordinates. Oversees the work performance of subordinates, conducts employee evaluations and discusses work performance with subordinates and with superior officers. Assists in maintaining discipline among subordinates by conducting corrective interviews, resolving employee complaints and grievances, and providing counseling with work problems. Recommends disciplinary action to the appointing authority through the chain of command. Provides on-the-job training and conducts training in the classroom or through drills and evolutions.

Makes recommendations to superior officers regarding policies, goals, and objectives for the department. Participates in the research and planning for programs and activities of the department. Makes recommendations to superior officers on changes in department operations that will help the city obtain favorable ISO ratings. Evaluates the efficiency of response units following emergency incidents. Monitors and evaluates local conditions which may become fire or safety hazards. Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly in order to become familiar with all area features which might become important in a fire or emergency situation. Testifies in court when required.

Provides for the maintenance of department records, such as records of activity, inventory records, or any others which may be required. Reviews reports written by subordinates. Compiles data and writes reports, including NFIRS reports.

Inspects fire apparatus, station house, buildings, and facilities to ensure compliance with departmental standards. Conducts tests or directs the testing of fire department apparatus and equipment. Reports and receives reports about any problems with fire department property and equipment for the purposes of repair and maintenance. Makes recommendations on purchases.

Participates in special community projects designed to improve public relations or the image of the fire department. Makes presentations and demonstrations related to fire prevention and fire safety. Conducts tours of department facilities for school or civic groups. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must

be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator immediately preceding closing date for application to the board.